#### **CITY OF BURBANK**

#### MANAGER TECHNOLOGY

## **DEFINITION**

Under general direction, to manage, plan, and supervise the operational technology for the utility, including departmental and enterprise systems; and perform related work as required.

# **ESSENTIAL FUNCTIONS**

Plans, organizes, directs, designs, and manages the architectural planning, development, and implementation of operational technology programs and projects, including complex systems, procedures, standards, and policies; identifies and corrects compliance issues regarding communications networks, control systems, operational computer systems, and applications for the utility; works collaboratively with other business units within the utility and other City departments; meets with contractors, vendors, and outside agencies regarding project requirements; ensures coordination of all operational systems utilized by the utility and other City departments; maintains records and prepares project specifications and special reports; enforces safety standards; supervises a variety of administrative management duties including financial services such as, budgeting and cost control; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

## **MINIMUM QUALIFICATIONS**

### **Employment Standards:**

- Knowledge of principles and practices of organization, administration principles and methods including goal setting, budget; best business practices and purchasing practices; principles and practices of information technology management; system administration, including the configuration and administration of networks, firewalls, routers, switches, security policies, intrusion and prevention procedures, and design and maintenance of industrial controls systems; local, wide area, wireless, and fiber optic network systems; virtual machine (VM) ware virtualization software; UNIX, Linux, Microsoft, and Oracle computer operating systems and applications; Data Processing (SAP); Enterprise Resource Planning (ERP); Enterprise Service Bus (ESB); Service-Oriented Architecture (SOA); SQL databases; programming languages; North American Electric Reliability Corporation Critical Infrastructure Protection (NERC-CIP) compliance standards; National Institute of Standards and Technology (NIST), International Electro-Technical Commission (IEC), and Institute of Electrical and Electronics Engineering (IEEE) standards and practices; principles and practices of budgeting and cost control; principles and practices of sound personnel management.
- Skill in fostering a teamwork environment; project management; utilizing computers and a variety of computer software.
- Ability to organize and prioritize tasks; plan, create, and follow complex and detail-oriented project plans and/or documentation; analyze complex administrative and technical problems and develop effective solutions; troubleshoot hardware and software issues; analyze, comprehend, and apply administrative, departmental, and City policies, procedures, and regulations; communicate effectively both orally and in writing; prepare reports and other written communications; establish and maintain effective working relationships with technical and non-technical professionals at all levels including supervisors, fellow employees, contractors, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a Bachelor of Science degree in computer science, information technology, electrical engineering or a closely related field and seven years of professional experience in information technology or cyber security management and familiarity with industrial control systems. One year of progressively responsible supervisory and personnel management.

**Special Conditions & Requirements:** The physical ability to lift computer equipment up to 20 pounds, physically perform sedentary light work involving moving from one area to another, sufficient hand/eye coordination to perform repetitive movements such as typing and extensive exposure to video display terminal/computers.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

# SUPPLEMENTAL INFORMATION

None.

Est. 06/28/11 BMA